

# GinA (Turcotte)

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To Whom It May Concern:

My most recent work as a Senior Litigation Paralegal, and previously as a Legal Secretary and Administrative Assistant for over 20 years, allowed me to gain comprehensive understanding of and professional competence in all phases of case management and litigation. I have facilitated successful resolution for numerous legal matters during my extensive career, including a \$300,000 personal injury settlement in 2022 that was paid from the Defendant's corporate bank account, and a pending legal malpractice case which I built that is worth approximately \$30,000,000. I am confident I will likewise be an immediate and strong asset to your firm's cases.

I work best independently with a collaborative team under short-deadlines while handling a heavy caseload in a high-pressure, fast-paced environment. I am seeking a paralegal or similar position that offers consistent professional challenges which require me to quickly learn and apply new skills and law. Though the bulk of my legal knowledge rests in Maine law, I have had basic exposure to and am seeking legal work with other state laws such as the Unified Enforcement of Foreign Judgments Act in Florida, and federal Uniform Child Custody Jurisdiction and Enforcement Act as applied in Massachusetts, California and Maine. I will bring a variety of skills and knowledge from numerous industries, including but not limited to legal services, social work, nonprofit, small business, government administration, information technology, and real estate.

During my most recent employment as a Senior Litigation Paralegal with Jim Mitchell and Jed Davis, PA, I worked closely and directly with the owner and senior attorney, Jed Davis, who has 60yrs legal experience, while I managed all complex civil litigation cases for the firm, from intake through resolution; I regularly supported the firm's three other lawyers and paralegals who managed cases involving real estate, probate and administrative law. I also managed phone calls and written inquiries from prospective and current clients, participated in client intake interviews and various case meetings, and completed other case tasks and projects as needed.

My high-energy, self-governing, inquisitive and detail-oriented personality combined with my ability to work remotely from my home office directly facilitated more than a 200% increase in Mitchell and Davis' total caseload within two years, from 65 cases in 2019 to 140 cases in 2021. My almost unlimited availability as a remote paralegal will enable me to increase your firm's total caseload and overall productivity through my work toward a timely and favorable resolution to all of my cases. I am known to regularly work between 60 – 100 hours per week, depending on the demands of each case.

I would cherish the opportunity to further discuss my skills and qualifications, and my ability to augment and strengthen your legal services for your clients. Please do not hesitate to schedule a phone or video interview at your earliest convenience. Thank you for your time and consideration.

Best Regards,

/s/ GinA

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